BYOD BRING YOUR OWN DEVICE

Woodcrest State College
State College
P -12 Seamless Education

INFORMATION GUIDE
FOR PARENTS
AND STUDENTS v2.0

Contents

Removable

WHAT IS BYOD?

Bring Your Own Device (BYOD) is a term used to describe a digital device ownership model where students and/or staff use their privately owned devices to access the departmental networks and information management systems in an educational setting.

- BYOD recognises that technology and choices about technology are very much personal.
- BYOD acknowledges technology in education enhances opportunities to meet specific curriculum requirements.
- BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

IN 2023

Primary School: Year 3 and 4 Woodcrest BYOD program will be by an Expression of Interest application. All year 5 and 6 students are expected to attend school with their own device.
Secondary School: All Secondary School students are expected to attend school with their own device.

Woodcrest Secondary School, and year 5 and 6 in Primary School will be a 1:1 BYOD program in 2023.

IT devices are a powerful means of differentiating and personalising a student's education and student-owned devices allows student choice regarding which applications best suits their learning and communication style. We are giving families control over the choice of IT device students use at school (within specifications).

TYPE OF DEVICE

The expectation of Woodcrest State College is a laptop device. Devices that support Windows operating systems will provide students with the most advantage. Some devices such as Tablets may connect to the BYOD network however we will not provide technical support to these devices. There are a range of devices in a range of price categories that meet the device specification requirements. NOTE: Chromebook and Android devices are not compatible and won't connect to school network.

MINIMUM SPECIFICATIONS

Non-Technical Subjects and Primary School Students

- Intel Core i3/Dual Core Processor or equivalent
- Intel HD Graphics 5000
- 4Gb RAM
- 120Gb Hard Drive (note: we recommend a 240Gb or higher Solid State Drives for increased durability and speed)
- 12" – 14" display
- Wireless Network 5Ghz
- Battery sufficient to last 6 hours on Balanced Power Mode
- Windows 64bit Operating System. NOTE: Windows 10 S is not compatible.
- USB Ports
- Virus Protection (TrendMicro is not recommended)

Year 11 & 12 Technology subjects (Design, Media and Information Technology)

- Intel Chip i5/i7 - 2.3GHz
- 2Gb Dedicated Graphics
- 8Gb RAM
- 240Gb Hard Drive (note: we recommend Solid State Drives for increased durability and speed)
- Minimum 14" display

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- Wireless Network 5Ghz
- Battery sufficient to last 6 hours on Balanced Power Mode
- Windows 64bit Operating System. NOTE: Windows 10 S is not compatible.
- USB 3.0
- Virus Protection (TrendMicro is not recommended)

NOTE: Chromebook and Android devices are NOT compatible with the school network.

PERIPHERALS
All students need to have and bring their own wired headphones.

PURCHASING A DEVICE
Devices can be purchased from any retail or online store. Alternatively devices can be purchased in store or online via a number of BYOD portals, this information can be located on our website
https://woodcrestsc.eq.edu.au/extra-curricular/computer-and-internet/b-y-o-d

REQUIRED SOFTWARE

Microsoft Office
'Microsoft Office 365' allows students to install the Office suite of software at no cost to families. Microsoft Office can be installed at home by following the Microsoft Office Installation guide.

https://woodcrestsc.eq.edu.au/Supportandresources/Formsanddocuments/Documents/BYOD/installation-step-by-step-guide.pdf

Antivirus
Reputable antivirus software is advised.

Adobe Creative Cloud
This software is available, free of charge, to students studying in specific subjects such as Design, Media and IT at the school. At the beginning of each year, school will assign a named-user Adobe licence to the eligible students. The licence stays valid until the end of the year and as long as the student stays enrolled with Woodcrest State College, and studies in the subjects mentioned above. Students will need to download their required Adobe applications at home using the instructions they receive from school. Adobe applications can't be downloaded and installed at school due to the large size of the package and the lengthy installation process.

CARE OF DEVICE
It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning. It is expected that students bring their IT device to school each day fully charged. Each device should be clearly labelled with the student's name.

Students should take care to completely turn off their device when moving around. This will ensure a smooth reconnection to the network in their next classroom as well as ensuring no damage is to done to the Hard Drive.

Cellular Connection
BYOD students are not provided any type of cellular 3G or 4G connection and while at school they are not permitted to use any cellular connection to access the Internet.

Must do before On-boarding

The checklist below should be followed for each device that is to connect to the BYOD network prior to bringing the device to school.

- Check for Windows updates through Control Panel. Download and install them is available.
- Completely shut down the laptop and restart it while connected to your network at home. This is to make sure the laptop has received and applied all updates.
- Ensure the account the student uses to log onto the laptop is an administrator account.
- Time and date is correct.
- An up to date anti-virus is installed.

On-boarding

is the process of enrolling your laptop to Microsoft Intune which lets your laptop to connect to the school network and access to the available shared network resources. Students and parents have the option to enrol their laptops in Intune at home using the instruction below so the student's laptop can connect to the school network on day 1.

https://woodcrestsc.eq.edu.au/curriculum/bring-your-own-device/how-to-on-board-a-windows-machine-into-intune-at-home

Alternatively, at the beginning of each year and during the first 4 weeks of Term 1, teachers and Technical Support staff will assist students to complete this process at school.

INSURANCE

Purchasing insurance is a personal choice – we highly recommend this. When purchasing your laptop please check your options to purchase accidental damage protection for your device. Ensure that this covers your device for accidental damage on and off the school campus. Fire, Theft and Acts of God are usually not covered under these programs, but you can include it in your personal or home insurance. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company.

WARRANTY

We advise that all devices are covered by an extended warranty to last the student's time at Woodcrest State College.

BYOD SECURITY

In consultation with the school community, we have conducted a review of the security Woodcrest will offer to the students that will be part of its BYOD. Security of devices during practical lessons and during lunch breaks will be offered to secondary students that are part of BYOD at Woodcrest. As a result, Woodcrest will be offering the following security for BYOD:

YEARS 7 TO 12

- Students that will be part of Industrial Tech classes and HPE classes will have a locker available to them (during the practical lessons only) to store their device.
- Lockers will be placed in specified areas that students can access before lunch breaks to store their laptop at lunchtime only.
- Students will be able to purchase a combination lock from the school if they wish to use these lockers. Only locks purchased from the school will be accepted.

YEARS 3 TO 6

- Students will have their device secured in their classroom during all lunch breaks and will not have access to them during this time.
- When the classroom teacher is absent, the device will not be used for the day and will remain locked in a secure cupboard.

WOODCREST STATE COLLEGE BYOD EQUITY POLICY

The Equity Policy is currently only available for Years 5-12.

Rationale

The Woodcrest State College Bring Your Own Device (BYOD) program imposes a financial cost on students and their families in supplying a device. At the same time, the program can only function if all students have access to appropriate technological resources in all their classes. Woodcrest State College takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

Actions

Woodcrest State College will:

1. Ensure the BYOD Program's Device Specification is designed so that a range of devices in varying capability and cost are offered and meet the minimum specification.
2. Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis.

Due consideration will be given to all the facts of the matter, including:

- The level of assistance requested.
- Existing disbursements from the Student Assistance Scheme.
- The year of the student and the subjects the student undertakes.
- The technology already available to the student at school and at home.

Students and Parents/Carers will:

1. Consider options for the purchase of equipment that meets the Device Minimum Specification.
2. If you believe you are unable to provide a device that meets the specification and it was made an expectation that your student has a device:
    - The school will liaise with you, your student and their teachers to identify the most appropriate way to address the issue.
    - You will be asked to make an agreement with the school that confirms the alternative arrangements made for your student's access to technological resources.
3. Application for an Equity Device must be submitted through the college online portal by clicking the link below: https://survey.qed.qld.gov.au/anon/6995.aspx?ver=574100433
4. Parents/ Carers need to be a part of the Woodcrest Student Resource Scheme before submitting a request for an Equity device. You can contact Woodcrest State College to register in Student Resource Scheme.

NOTE: The school has limited devices it can provide for short term loan. On approval by the Principal, a device will be loaned to your student for a maximum of one term only.

What to do if your device is being repaired?

Consult with your teacher or Deputy Principal to determine what form of assistance is available. There may be a short term loan of a laptop or other device available for you.

Woodcrest State College: BYOD User Charter

1. Purpose
The Woodcrest State College Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. However students and parents must be aware of and consent to the program's boundaries described in this BYOD User Charter.

2. Equipment
The device must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day. The device must meet the minimum requirements of the Device Specification available to view on the school's website. Students are responsible:
- for taking due care of their device
- for backing up all data securely. All data and resources used for school work must be backed up to another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

3. Use of alternate equipment
Equipment which is not in accordance with 2. above is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement.

4. Damage or loss of equipment
Students bring their own device for use at Woodcrest State College at their own risk. Woodcrest State College will not be responsible for any loss, theft or damage to the device or data stored on the device. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal will consider all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

5. Peripheral equipment
Students will need to bring wired headphones for specific curriculum areas and online exams such as NAPLAN Online. Students should not bring unnecessary peripheral equipment, including power chargers and cables, to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be the responsibility of the student.

6. Misuse of equipment and communication systems
Standard school behaviour management procedures apply for misuse of any BYOD device. While at school, all material on the device is subject to review by school staff. Students are to connect their device to the designated wireless network only. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

7. Access and Security
Students will:
- not disable departmental settings for virus protection, or spam and ensure that communication through the internet is related to learning
- keep passwords confidential, and change them when prompted
- never allow others to use their personal network access account
- promptly tell their supervising teacher if they suspect they have received a computer virus, spam or a message that makes them feel uncomfortable
- never send or publish:
  * unacceptable, unlawful, offensive, abusive, threatening or discriminatory or false material;
  * or remarks about a person or the school
  * sexually explicit or sexually suggestive material or correspondence
  * false or defamatory information about a person or organisation
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- be aware that all use of internet and online communication services can be audited and traced to the network access accounts of specific users. Logs of network/internet activity are kept for two years and can and will be used as legal documents.

8. Intellectual Property and Copyright
Students will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings
- always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

9. Misuse and Breaches of Acceptable Usage
Students will be aware that:
- they are held responsible for their actions while using internet and online communication services
- they are held responsible for any breaches caused by them allowing any other person to use their network access account to access internet and online communication services
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.